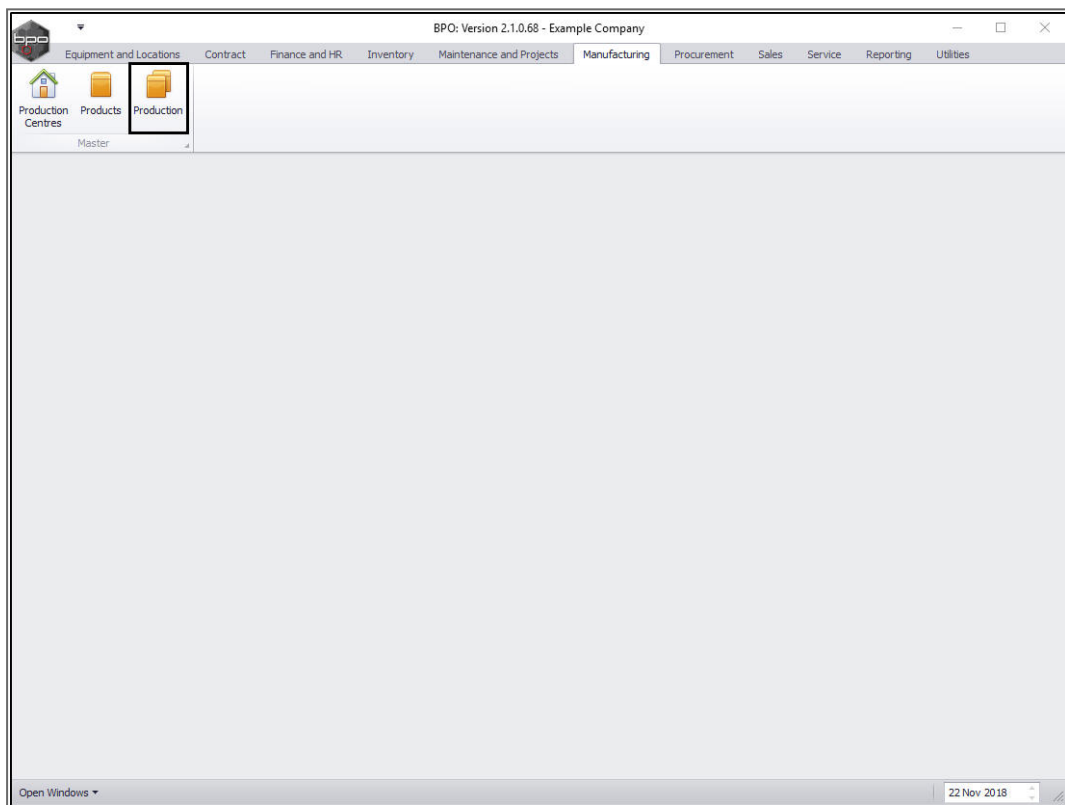We are currently updating our site; thank you for your patience.

# MANUFACTURING

## PRODUCTION – VIEW, ADD LABOUR TIME

You can log labour time via the **Production** screen. A ll labour time is logged against the **work order** linked to the production.

**Ribbon Access:** Manufacturing > Production



The **Production** listing screen will display.

# VIEW LABOUR TIME FROM THE PRODUCTION LISTING SCREEN.

## SELECT PRODUCTION RUN

- Click on the **expand** button in the row of the **production run** where you wish to **view** the logged labour time.



The **Production Work Orders** frame will open.

## SELECT WORK ORDER

- **Double click** anywhere in the **row** of this work order.

The **Maintain WO - Ref []** screen will be displayed.

## SELECT THE TIME TILE

- Click on the **Time** tile.
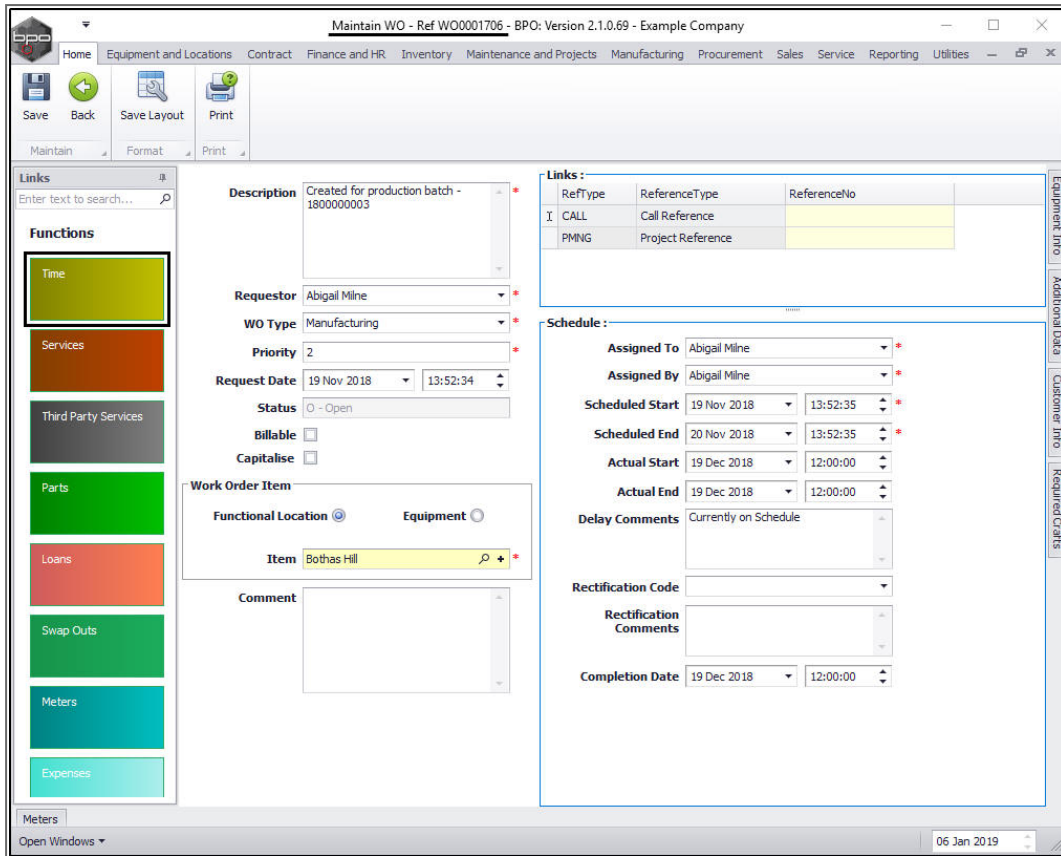
The **Time Bookings for WO Code []** screen will open.

## VIEW TIME BOOKINGS

- Here you can view the **Time Bookings** (if any) logged against this work order.

## RETURN TO PRODUCTION LISTING SCREEN

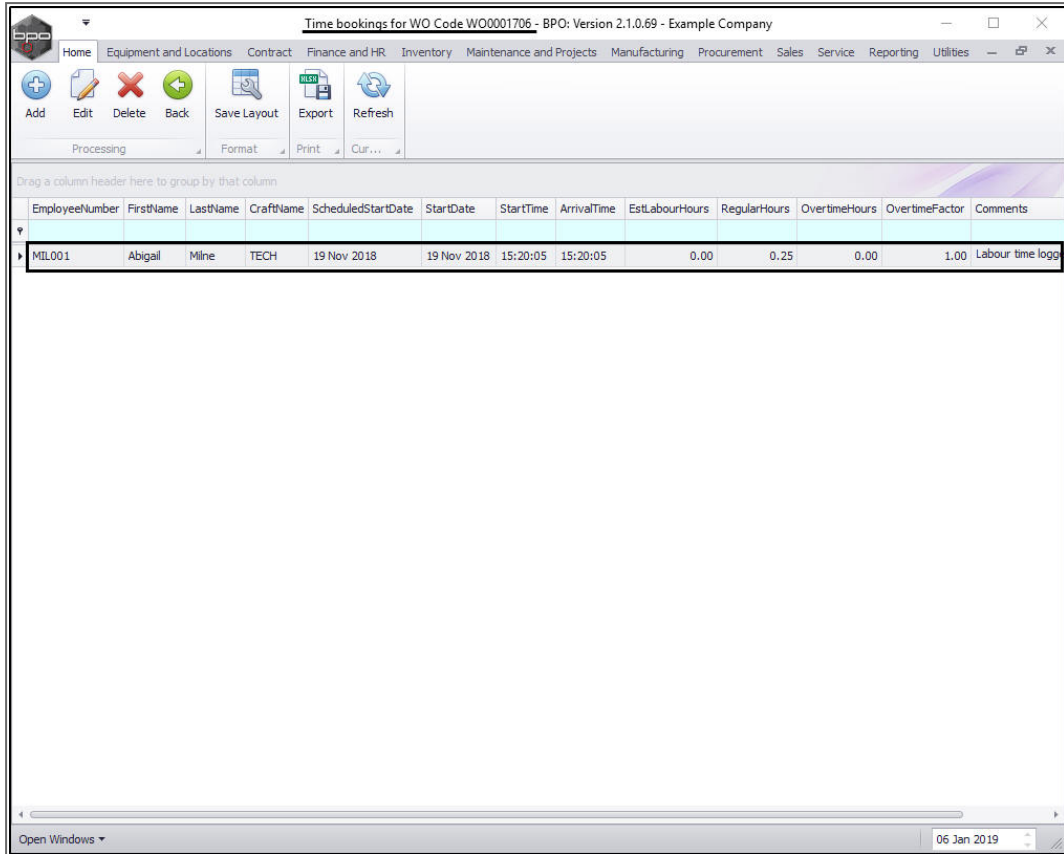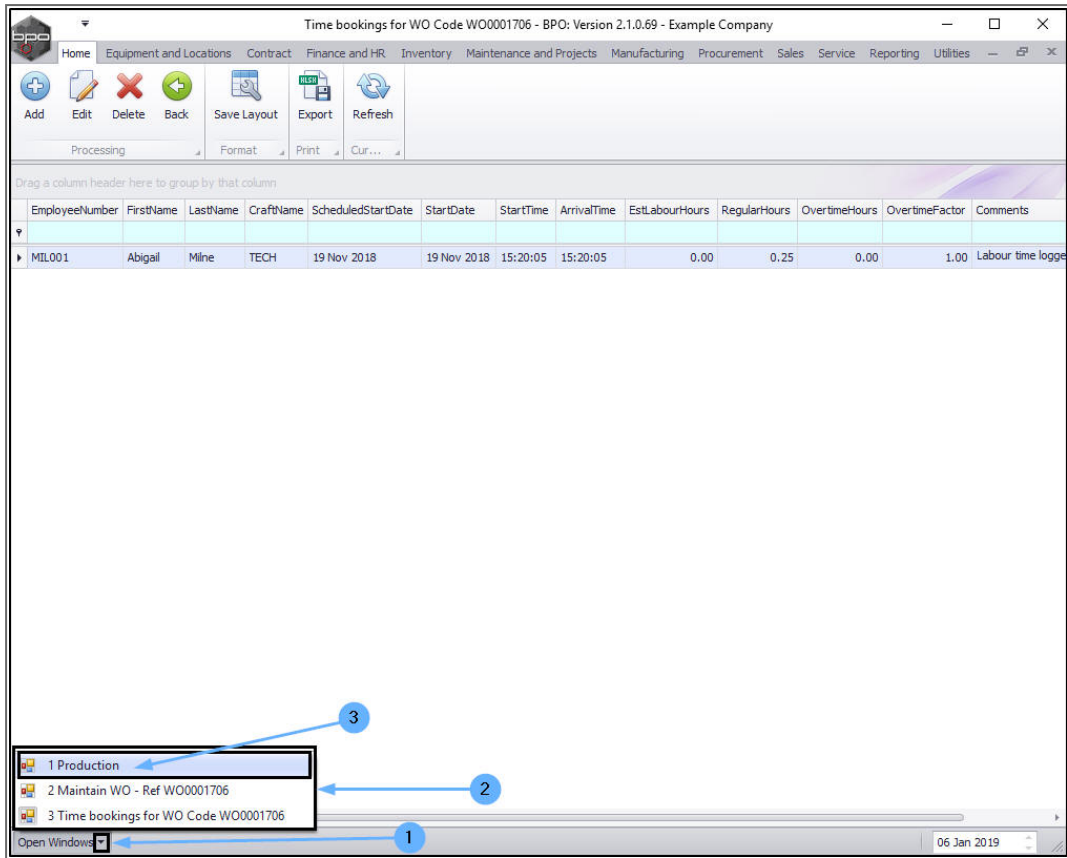1. Click on the **Open Windows** drop-down **arrow** to display the
2. Active windows menu and select to return to the
3. **Production** listing screen.

# LOG LABOUR TIME FROM THE PRODUCTION LISTING SCREEN

## SELECT PRODUCTION RUN

- In the **Production** listing screen, click on the **expand** button in the row of the **production run** where you wish to **add** labour time.

1. The **Production Work Orders** frame will open.

## SELECT WORK ORDER

2. **Right-click** anywhere in the **row** of the work order.

## ADD TIME BOOKING

1. A **Process** menu will pop up.
2. Click on **Time** - Add New Time Booking.
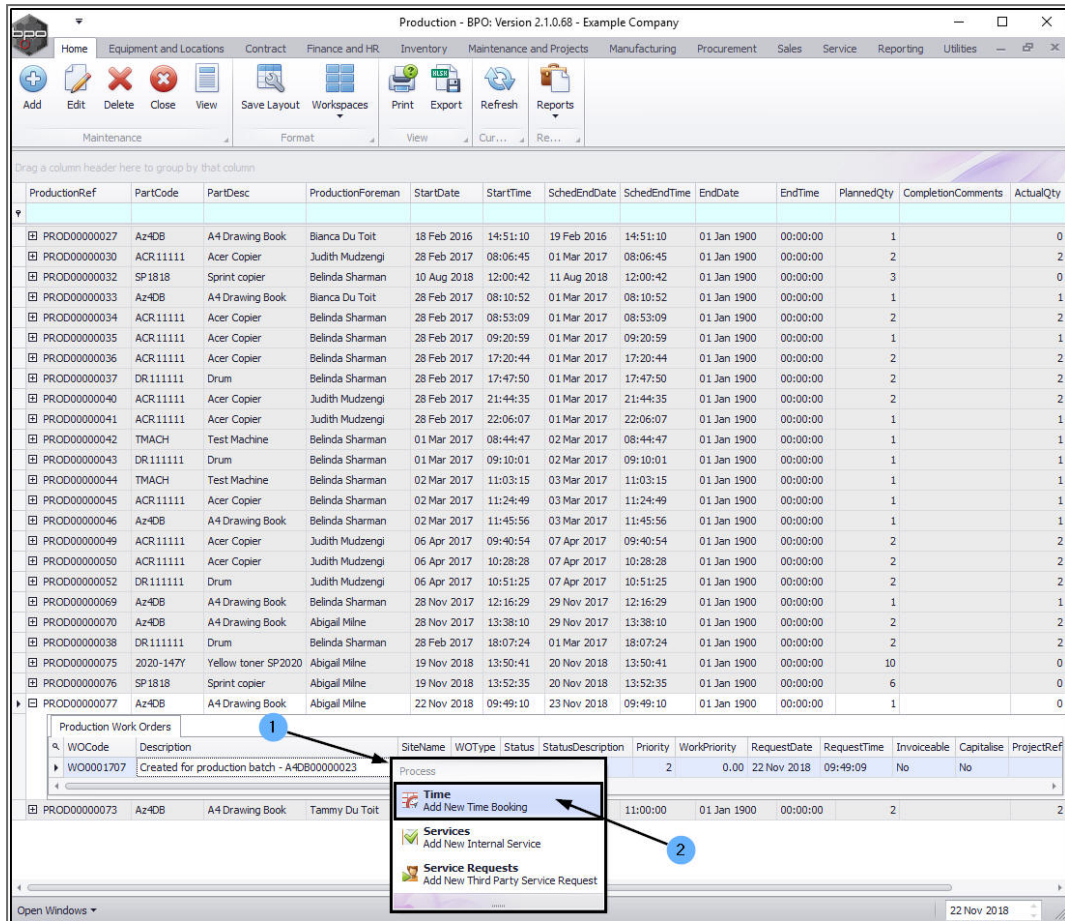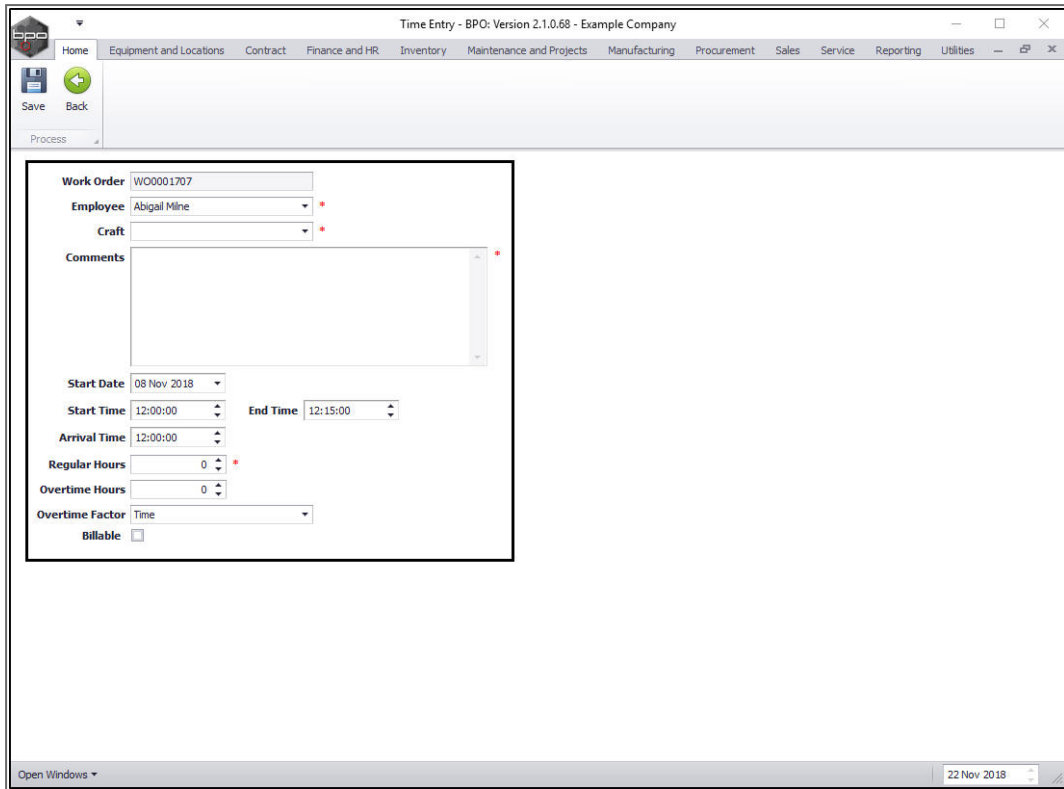
The **Time Entry** screen will open.

## ADD TIME BOOKING DETAILS

- **Work Order**: This will auto populate with the work order number initially selected in the Production screen.
- **Employee Name**: This will populate with the employee currently logged on to the system.
  - You can click on the drop-down arrow and select an alternative employee if required.
- **Craft Name**: Click on the drop-down arrow and select the craft that you wish to log this time against.
- **Start Date**: This will auto populate with the current date.

- You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.

- **Start Time and Arrival Time**: These will default to the current time.

  - You can either type in or use the directional arrows to select an alternative start time and/or arrival time if required.

- **End Time**: This will be set to 15 minutes after the default start time.

  - You can either type in or use the directional arrows to select an alternative start time and/or arrival time if required.

- **Regular hours**: If the Start and End Times are entered, the system will calculate this, otherwise - type in the amount.

- **Overtime Hours**: Type in any overtime hours, if applicable.

- **Overtime Factor**: Click on the drop-down arrow and select from the list, the overtime description (e.g. Normal Sunday Rate), if applicable.

- **Comments**: Type in the work done for the hours logged.

- **Billable**: Click on this check box if this labour time is billable.
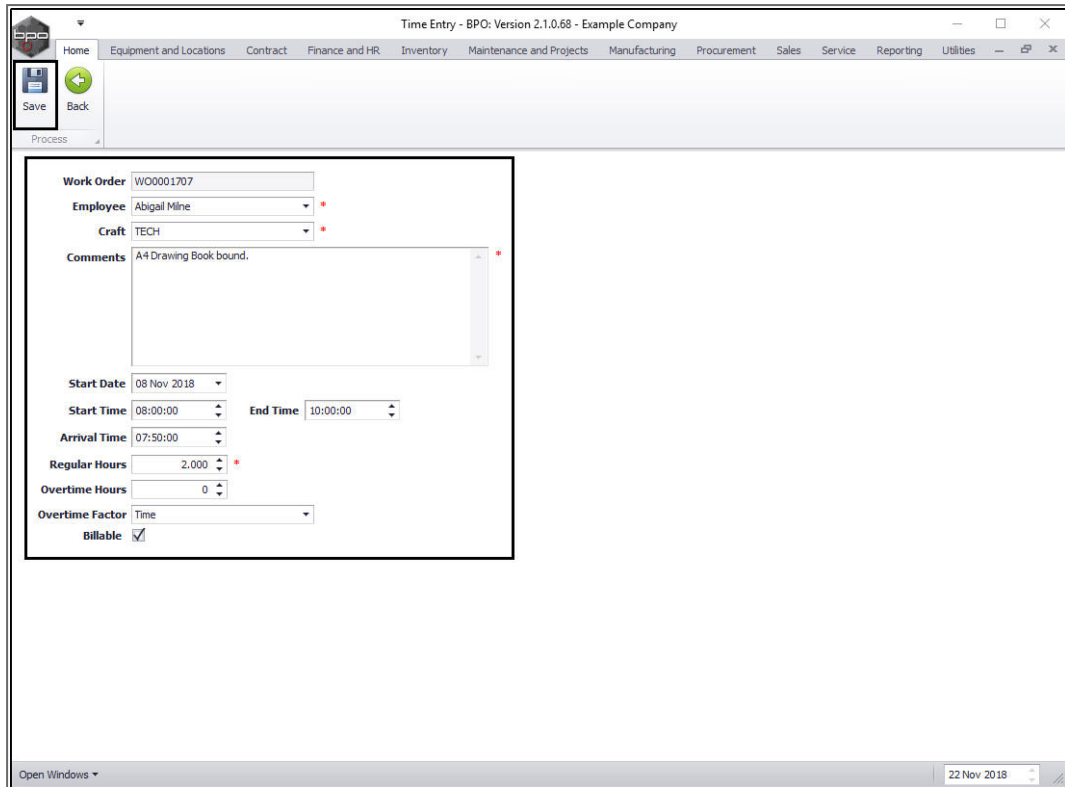
## SAVE TIME BOOKING

- When you have finished adding the labour time details to this screen, click on **Save**.

You will return to the **Production** screen.

- A **Time Processing** message box will pop up advising the following:
  - Time booking on WO: [] complete.
- Click on **OK**.

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